

VACANCY NOTICE  
RHODE ISLAND JUDICIARY

Title of Position:	Records Clerk/Data Entry Aide (2 Positions)	Classification Code:	00403600
Salary Range:	Gr. 4410A \$30,588 - \$33,197	Reference Position Number:	2725-10000- #0282, #0395
Department or Agency Name:	Judicial	Application Period:	May 1 – 10, 2013
Division/Section/Unit:	Superior Court		
Shifts and Days:	Monday - Friday 1 <sup>st</sup>	Job Location:	Any of 4 County locations
Restrictions/Limitations:	Pending Availability of Funds		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	Judicial, Professional & Technical Employees Union - Local 808		

**INSTRUCTIONS**

**STATE EMPLOYEE:** Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

**MOST IMPORTANT- please include the following information:**

- |  |                                  |
|--|----------------------------------|
| ◆ The title of the position for which you are applying   | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed    | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation ***  |
- \*\*\*In certain agencies, bargaining union applicants will receive preferential consideration according to contract

**NON STATE EMPLOYEE:** Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

**MEDICAL INFORMATION:** Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

**DUTIES /RESPONSIBILITIES:**

To input data relating to daily activities into court automated system; to answer telephones and provide customer support; to perform varied clerical functions of a responsible nature, general office duties; organize case files for court calendars. To perform messenger services and to do related work as may be assigned.

**EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:**

Graduation from a Senior High School required. Courses in typing and/or data processing helpful. Some light lifting may be required (30 lbs.). Experience such as may have been gained by employment in a position requiring knowledge of data processing and modern office practices, or a combination of education and experience equivalent to the above requirements.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.  
SEND RESUME AND/OR CS-14 Application to:

**Joseph V. Conley**  
**Administrator, Superior Court**  
**250 Benefit Street**  
**Providence, RI 02903**  
**Fax: 401-222-8749**

**TDD#: 401-222-3269**

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

**AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS**

**Reasonable Accommodation:**

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall **not** be considered unqualified for the position.

CS-376 Rev. (2/05)